



# **INDIANA DEPARTMENT OF TRANSPORTATION**

*Driving Indiana's Economic Growth*

## **Design Memorandum No. 08-14** **Technical Advisory**

June 26, 2008

**TO:** All Central Office and District Production Personnel

**FROM:** /s/ Anthony L. Uremovich  
Anthony L. Uremovich  
Design Resources Engineer  
Production Management Division

**SUBJECT:** New or Revised Contract Document Submittal

**REVISES:** *Indiana Design Manual* Section 14-2.01(14), PDP version  
Section 14-2.01(03), non-PDP version

**EFFECTIVE:** October 1, 2008, Letting

If the contract-documents submission has been uploaded into ERMS and transitioned to CSREVIEW, and an additional document is required, it should be uploaded into ERMS.

If a submitted contract document has been uploaded into ERMS and transitioned to CSREVIEW and it requires revision, the procedure described below should be followed.

A new file should not be uploaded into ERMS. The original document should be revised, showing changes or additions highlighted in yellow, or deletions highlighted in red and struck through. The revised document should be e-mailed to the Contract Administration Division, Office of Estimating's planner.

If a new or revised document is to be submitted within 8 weeks of the letting date, it should first be e-mailed to the district construction engineer for approval. Upon such approval, he or she will then e-mail it to the Office of Estimating's planner.

Before a new user can access the FTP Site, he or she must have prior approval to access the site. A first-time user of ERMS must enroll in ERMS and designate the FTP Site as one of the selections in his or her profile. A current enrollee must modify his or her selections by adding the site to the profile.

#### **A. Instructions for the FTP Upload of Documents**

1. Login through the INDOT Web Portal (IWP).
2. Once logged into IWP, click on the link for Design Submittals – FTP.
3. Enter your e-mail address in the top textbox. Currently, no e-mail will automatically be sent, but an automatic e-mail service is being constructed.
4. Click on the Browse button to open the file selection window. One or multiple files can be selected to load into the system. Once all desired files are selected, click on the Open button.
5. The lower right of the upload form shows the status of the upload of the files. Wait until it indicates the upload to be complete.
6. Once the files have uploaded completely, click on the arrow numbered 2 for step two.
7. Once all of the filenames have been sent to the step two box, highlight the first file in the list.
8. Information can be added to the files through either of the following methods.
  - a. Fill in all of the required fields (those in red) and the desired optional fields. After this information is filled in, click on the Apply button. Highlight the next file in the list and repeat the process for entering the information, and again click on the Apply button. Continue this procedure for all files until all of the information is entered. Once each file includes the correct information, click on the step three arrow to complete the process.
  - b. Fill in all of the required fields (those in red) and the desired optional fields. After this information is filled in, check the box next to Apply to All Files. Click on the Apply button. That set of information is now applied to each file in the list. Uncheck the box next to Apply to All Files. Review each file, highlight it individually, change the information that must be changed for each specific document, and click on the Apply button after each change. If the Apply button is

not clicked, the changes will not take effect. Once each file includes the correct information, click on the step three arrow to complete the process.

## **B. File-Uploading Considerations**

1. The files must be fully uploaded before proceeding to the step 2 box. Otherwise the upload will be cancelled and the files will not be correct.
2. Files should not be uploaded more than once. Once the files are uploaded, they are kept on the server with their information until a background service runs and collects the files to place them into ERMS.
3. Files being uploaded more than once will show mistakes in their information. They will remain in the FTP until the Help Desk cleans and resets the FTP. If files are uploaded into ERMS through the FTP and they do not appear in ERMS by the end of the day, submit a Help Desk request and the Help Desk will address the situation.
4. The title field for the required information is forced to the name of the file. Therefore, the name of the file should reflect the title you desire it to have in ERMS.
5. The size of each file should not be greater than 40 megabytes. If a file becomes too large, there are issues with consultants and contractors who are trying to download the file from the system.
6. Not more than 180 files should be uploaded at one time.

## **C. Final Tracings Checklist**

Attached is Figure 08-14A, Final Tracings Checklist. This is the version that should be used. An editable version of the figure is available on the Department's website, as Checklist 14-1B(1), at [www.in.gov/dot/div/contracts/design/dmforms/](http://www.in.gov/dot/div/contracts/design/dmforms/).

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Attachment